



## PRESCOTT TOWN COUNCIL

### MINUTES

**Monday, November 3, 2025**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

**Present** Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Lee McConnell, Councillor Tracey Young, Councillor Ray Young

**Staff** Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk, Tim Fisher, Municipal Planner

**Guests** Scott Davis

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#### **1. Call to Order**

The meeting was called to order at 6:12 p.m.

#### **2. Approval of Agenda**

Motion 198-2025

Moved By                    Campbell

Seconded By                Kirkby

That the agenda for the Regular Council meeting of November 3, 2025, be approved as presented.

Carried

### **3. Declarations of Interest**

There were no declarations of interest.

### **4. Presentations**

There were no presentations.

### **5. Delegations**

There were no delegations.

### **6. Minutes of the previous Council meetings**

#### **6.1 October 20, 2025**

Motion 199-2025

Moved By                    Burton

Seconded By                Ray Young

That the Council minutes dated October 20, 2025, be accepted as presented.

Carried

## **7. Communications & Petitions**

There were no communications or petitions.

## **8. Consent Reports**

Motion 200-2025

Moved By                    Young

Seconded By                Ray Young

That all items listed under the Consent Reports section of the agenda be accepted as presented.

Carried

### **8.1 Information Package (under separate cover)**

## **9. Committee Reports**

There were no committee reports.

## **10. Mayor**

Mayor Shankar spoke to attending Halloweentown and the Pumpkin Parade on November 1st.

## **11. Outside Boards, Committees and Commissions**

Councillor Kirkby spoke to attending the Pumpkin Parade and the Edwardsburgh/Cardinal/Prescott staff hockey game. An update from the Operations Department noted the water main break, water main flushing, the Shoppers Drug Mart parking lot has been completed, and the retirement of Bob Dixon.

Councillor Campbell will be attending a Fire Administration meeting on November 4, an Emergency Management meeting on November 7, and attended the Spirit of Giving Event at Your Independent Grocer on November 1.

Councillor Burton attended the Pumpkin Parade, Halloweentown, and the Spirit of Giving Event at Your Independent Grocer. The Prescott Public Library is starting up their dungeons and dragons' night, a silent book club, and are hosting a paint party on November 25. Councillor Burton will be attending a St. Lawrence Shakespeare meeting on November 4.

Councillor McConnell spoke to continuing cemetery maintenance and attended the Spirit of Giving Event at Your Independent Grocer, and the Pumpkin Parade.

Councillor R. Young attended the Spirit of Giving Event at Your Independent Grocer, the Pumpkin Parade, and a St. Lawrence Lodge meeting where the budget is almost ready to present.

Councillor T. Young attended Halloweentown, Bridges to Better Business in Athens, the Downtown Connections Event at the Fire Hall, and spoke to the success of Small Business Week. Prescott's Allan & Associates have accepted the most inclusive employer award. Councillor T. Young will be attending an upcoming Prescott Heritage Committee meeting on November 6.

## **12. Staff**

### **12.1 Staff Report 74-2025 - Financial Report - September 2025**

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding provincial funding, and the process for collecting outstanding taxes.

## **13. Resolutions**

There were no resolutions.

## **14. By-laws**

### **14.1 By-Law 44-2025 - Alternative Voting Methods**

Motion 201-2025

Moved By Burton

Seconded By Ray Young

That By-Law 44-2025, being a by-law to authorize the use of telephone and internet voting as an alternative voting method for municipal elections for the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

### **14.2 By-Law 45-2025 - Heritage Designation - 305 Centre Street**

Motion 202-2025

Moved By Kirkby

Seconded By Burton

That By-Law 45-2025, being a by-law to designate the property known municipally as The Surgery, 305 Centre Street as being of Cultural Heritage Value, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

## **15. New Business**

### **15.1 Ontario Community Infrastructure Fund (OCIF) Resolution**

Motion 203-2025

Moved By Young

Seconded By Burton

THAT Council support the Township of Edwardsburgh/Cardinal resolution regarding Ontario Community Infrastructure Fund (OCIF);

AND THAT Council direct staff to circulate their support to all recipients of the original resolution and the Township of Edwardsburgh/Cardinal.

Carried

Councillor Tracey Young spoke to the resolution.

**15.2 Staff Report 75-2025 - Surplus Land Declaration - Prince Street Field**

Motion 204-2025

Moved By Ray Young

Seconded By McConnell

THAT Council defer the decision regarding the declaration of surplus lands - Prince St Field Lands until the next council meeting to review the feedback provided during the Public Meeting.

Carried

Discussion was held regarding the potential outcomes of the land, the need for housing, drainage, accessibility and the length of the deferral.

Scott Davis suggested to let the developer do their own due diligence regarding testing on the property and know what type of development they are looking for through zoning.

**16. Notices of Motion**

There were no notices of motion.

**17. Mayor's Proclamation**

There were no mayor proclamations.

**18. Period for Media Questions**

Jon Vickers-Marshall from South Grenville Beacon questioned the cost of the watermain break, and if the fee was coming from the 2025 budget. He also questioned how staff plan on informing the public going forward.

**19. Closed Session**

Motion 205-2025

Moved By                    Young

Seconded By                Campbell

THAT Council move into Closed Session at 7:00 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (October 20, 2025)

19.2 Heritage Advisory Committee Applications/Appointments

Under Section 239(2)(b) under the Municipal Act - personal matters about an identifiable individual - specifically applications to the Prescott Heritage Advisory Committee; AND

That the CAO/Treasurer, Director of Administration/Clerk, and Deputy Clerk remain in the room.

Carried

**19.1 Approval of Closed Session Minutes (October 20, 2025)**

**19.2 Heritage Advisory Committee Applications**

**20. Rise and Report**

Motion 206-2025

Moved By Burton

Seconded By Young

THAT Council appoint the following individuals to the Prescott Heritage Committee:

-Aleida Albers

-Susan Marjerrison

Carried

**21. Confirming By-Law – 46-2025**

Motion 207-2025

Moved By Kirkby

Seconded By Campbell

That By-Law 46-2025, being a by-law to confirm the proceedings of the Council meeting held on November 3rd, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 208-2025

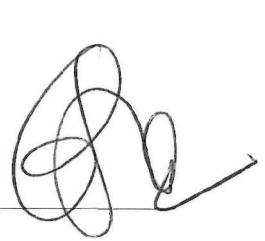
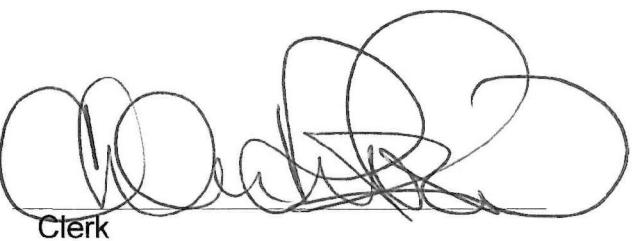
Moved By Kirkby

Seconded By Burton

That the meeting be adjourned. (Time: 7:21 p.m.)

Carried

Mayor

A handwritten signature in black ink, appearing to read "John Doe".A handwritten signature in black ink, appearing to read "Jane Smith".

Clerk